



USAF BASE HONOR GUARD PROGRAM
COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This supplement outlines the purpose and operation of the Honor Guard at Sheppard AFB, Texas. It applies to all assigned units and outlines the responsibilities of applicable personnel.

This publication is affected by the Privacy Act of 1974. Each form letter is subject to the provisions of AFR 12-35, is required by this publication, and has a Privacy Act warning statement incorporated in the body of the document.

1.1. (Added) Organizations and agencies requiring or requesting the use of the honor guard must submit a written request to the Honor Guard Commander at least two weeks prior to the request date, the only exceptions will be for funerals. Requests must provide date, time, place of service, purpose, type of honors required and other pertinent information.

1.2. (Added) Base honor guard functions, to include mandatory meetings and training, will take precedence over all other duties, provided the unit's mission will not be seriously affected.

2.1. The base honor guard will consist of a minimum of 2 officers, and 60 airmen of which 15 will be noncommissioned officers, headed by an OIC and NCOIC.

2.2.1. (Added) The 82 SVS/CC and base honor guard OIC have the right to remove honor guard members for any infraction while the member is serving in an official capacity on the Sheppard AFB Honor Guard.

2.2.1.1. (Added) Members will be removed from the guard immediately upon entry into a quality force program or for any disciplinary actions (Article 15, court martial, placement on a control roster, UIF, etc.).

2.2.2. (Added) Ensures all requests for the base honor guard's services are properly received, validated, and coordinated.

2.3.1. (Added) Workable weapons will be safeguarded IAW 82 SVS Operating Instruction (OI) 31-209, Weapons and Munitions Control.

2.3.2. (Added) Proper cleaning and upkeep is the responsibility of the Honor Guard. Weapons will be cleaned at least once per two weeks.

2.5. (Added) Commanders and First Sergeants :

2.5.1. (Added) Will solicit volunteers from within their organizations upon request of 82 TRW/CC.

2.5.2. (Added) Will fill taskings if voluntary manning falls below the acceptable level (60 personnel).

2.5.3. (Added) Must personally interview each volunteer and submit recommended individuals for membership using SAFB Form 333, Application for Honor Guard Membership (see Atch 1).

2.5.4. (Added) Will support participation in the base honor guard, provided the unit's mission is not seriously affected.

2.5.5. (Added) Ensures that members are present for all training sessions and scheduled details.

2.6. (Added) Supervisors:

2.6.1. (Added) Will ensure that members are present for all training sessions and scheduled details.

2.6.2. (Added) Will notify the base Honor Guard OIC/NCOIC if a member is unable to make a formation due to necessary job commitments.

3.1.1. (Added) Members are nominated by their Unit Commander or First Sergeant, with a recommendation from the Honor Guard OIC prior to approval by the Honor Guard Commander.

3.1.2. (Added) Any disciplinary action, (Article 15, court martial, placement on a control roster, etc.), unsatisfactory performance, or non-progression in on-the-job training, will result in immediate removal from the base honor guard.

3.2. (Added) Mandatory training sessions will be held each Thursday. A-Flight will train from the 1st - 15th of each month and B-Flight from the 16th to the end of the month. These times are subject to change and additional training sessions or meetings may be scheduled by the base Honor Guard OIC, NCOIC, or the Flight Chief. All members will be in uniform.

3.2.1. (Added) Must be available for duty within 12 hours of notification.

3.3.1. Members must have at least one year retainability when assigned.

3.5.1.1. (Added) Ensure an administrator is assigned to update and maintain a current roster of all personnel assigned to the base honor guard and to complete paperwork as necessary.

3.5.1.2. (Added) Ensures no members are on a quality force program. Members will be removed immediately upon entry into any quality force program.

3.5.1.3. (Added) Contacts the person in charge of the function, such as the funeral director, the day before the function to make sure that the arrangements have not been changed, and to obtain directions to the function.

Confirmation of the function's exact time and date is critical.

3.5.1.4. (Added) Ensures that AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, and decorum standards are maintained.

3.5.1.5. (Added) Schedules departure time so that the team will arrive at least 1 hour prior to the scheduled performance time to allow ample time for unforeseen circumstances.

3.5.1.6. (Added) Inspects the area to determine the most desirable geographical location for the performance.

3.5.1.7. (Added) Acts as the spokesperson for the base honor guard. If it is known that the team will arrive late, contact the 82 SVS/CC and the funeral director or person in charge of the function. Immediately make other arrangements and provide an apology and explanation to the next of kin.

3.5.1.8. (Added) Determines how many flags will be required.

3.5.1.9. (Added) Ensures a completed AF Form 1946, Honor Guard Checklist, and reports of any unusual circumstances are furnished to the 82d Services' Plans & Force Management Flight Commander within three (3) duty days after the function.

3.5.1.10. (Added) Ensures that the base honor guard room is left in a neat and orderly condition after every detail, practice, or meeting.

3.5.1.11. (Added) Ensures that all transportation and lodging arrangements are made and that personnel are available to issue weapons when required.

6.1.1. (Added) Members who have served on the Sheppard AFB Honor Guard for more than one year are authorized to wear the white ceremonial ropes with their service and dress uniform for the remainder of their tour on the guard.

6.1.2. (Added) Base honor guard members will wear the required uniform items when arriving, performing, or immediately departing from a base honor guard function.

6.1.2.1. (Added) The wear of the service cap indoors is authorized only during the actual performance of a function.

6.2.1. (Added) The following items will be issued to new members:

One service cap.
Two pair white gloves.*
One pair black patent leather shoes.
One set of white ceremonial ropes.
One white web belt.
One chrome belt buckle.
One service dress uniform.

*Gloves will be issued and replaced as necessary.

6.4. (Added) If a member is discharged or resigns from the honor guard for adverse actions or reasons under that individual's control then that individual may be required to reimburse the Air Force for guard duty items issued.

7.3.1. (Added) The member in charge of any function will account for all blank ammunition drawn for that function. This will include all expended rounds.

8.1. (Added) Vehicles assigned must be reliable, provide maximum comfort, present an outstanding appearance, and be well maintained at all times.

9.1. (Added) Military family housing and dormitory residents will receive "Honor Guard" name plates.

9.2. (Added) Honor guard quarterly award winners will receive priority use of a Lake Texoma cabin free of charge.

9.3. (Added) The enlisted club will provide a free dinner for two for the Honor Guard NCO and Airman quarterly award winners.

9.4. (Added) Commanders and supervisors are encouraged to indicate honor guard participation in the

member's Enlisted Performance Report (EPR). The Honor Guard OIC will provide the supervisor with an endorsement upon request.

9.5. (Added) An enlarged Honor Guard Team group photo, updated annually, will be displayed in Building 400.

9.6. (Added) Letters of appreciation will be given to members for outstanding service to the base honor guard. The letter may be for a single outstanding contribution as the result of several lesser contributions. All letters will be sent through the individual's commander by the 82 SVS/CC.

9.7. (Added) Dormitory residents who are non-career E4s and below are authorized a single dorm room and career E4s and above will receive a suite at the 82 SPTG/CC's discretion.

9.8. (Added) A designated "Honor Guard" parking space will be available at the Base Exchange for use by any team member.

9.9. (Added) Certificates of recognition will be given to all members who have served a minimum of one year on the base honor guard and have been honorably released from the guard.

9.10. (Added) The Honor Guard OIC may submit members for an Air Force Achievement Medal upon their resignation.

10. (Added) SAFB Form 333, Application for Honor Guard Membership.

WILLIAM L. WORTHINGTON, Brigadier General, USAF
Commander

2 Attachments

1. SAFB Form 333, Application For Honor Guard Membership
2. Table A2-1, Cross Reference

CROSS REFERENCE**Table A2-1**

AFR 35-10	AFI 36-2903	Dress and Personal Appearance of Air Force Personnel
AFR 50-14	AFI 36-2203	Drill and Ceremonies
AFR 143-1	AFI 34-501	Mortuary Affairs
AFP 143-9	AFPAM 34-506	Mortuary Services Benefits for Retired Air Force Members
AFP 143-10	AFPAM 34-507	Mortuary Services Benefits for Members Who Die on Active Duty
AFR 900-37		USAF Base Honor Guard Program (cc) (For requisitioning purposes only, requisition AFR 900-37cc)
AFR 900-6		Honors and Ceremonies Accorded Distinguished Persons
82 SVS 32-209		Weapons and Munitions Control